



JOINT BASE LEWIS-MCCHORD, DFMWR



COMPUTER ACCOUNT CHECKLIST

COMPLETE ALL STEPS TO BE SUCCESSFUL

<p>Enterprise E-mail (EE)</p>	<p>-Upon receiving your CAC an enterprise e-mail (EE) account will be provisioned for you. -Confirm you can access this account by logging into your DoD Visitor Account and visiting https://web.mail.mil to check your EE e-mail. DoD Visitor account – using any of the staff’s government computer, log on with your CAC. It takes 2 attempts, first attempt will say you don’t have the proper credentials, try again and it will log you into a DoD Visitor account.</p>	<input type="checkbox"/>
<p>MilConnect</p>	<p>-Visit the MilConnect website https://www.dmdc.osd.mil/milconnect to update your duty address and employee information in the Global Address List (GAL). -Log in via CAC method and PICK your E-MAIL DIGITAL CERTIFICATE WHEN PROMPTED. a. In MilConnect: in the I want to... section, click More Goals and the choose Update my GAL display name b. Select the NAF or CIV tab c. update the following: - Duty Organization: United States Army - Duty Suborganization: IMCOM Directorate Readiness - Duty Installation/Location: Joint Base Lewis-McChord, WA (incl. Gray AAF) d. Update other entries as appropriate: Job Title, Building, and Room</p>	<input type="checkbox"/>

ACCOUNTS, AUP, TRAININGS AND EXAMS

<p>Army Training & Certification Tracking System (ATCTS)</p>	<p>-Register for an ATCTS account at https://atc.us.army.mil/iastar/register.php using your EE account. -Select the correct HQ Alignment - 1- HQ Alignment (MACOM): Installation Management Command IMCOM 2- HQ Alignment Subordinate Unit: IMCOM Directorate Readiness - > Joint Base Lewis-McChord -> Directorate of Family, Welfare and Recreation – Joint Base Lewis-McChord -When asked if you want to select this for signal command /fcio as well, choose YES and then click Register. ATCTS will e-mail an access code, check your EE account and use the access code to complete registration. Login through EAMS-A Single Sign-On and it’ll redirect to ATCTS.</p>	<input type="checkbox"/>
<p>Acceptable User Policy (AUP) & DoD Cyber Awareness Challenge</p>	<p>-Go to https://cs.signal.army.mil and LOGIN choosing the “CAC Login” option. Choose the Branch, Type, and MACOM for your position, should typically be Army, Civilian, IMCOM U.S. Army Installation Management Command. -Once logged in, at the main menu- 1- Click on the View and Sign AUP, review the policy, scroll to the bottom of the screen and CLICK TO DIGITALLY SIGN. 2- Return to the main menu, now choose DoD Cyber Awareness Challenge and select Launch New Cyber Awareness Challenge Department of Defense Version. 3- Complete the entire virtual training 4- Then take the exam. You’ll need at least 70% to pass. !! This training and exam must be renewed annually to maintain your computer account!!</p>	<input type="checkbox"/>

WHAT PAPER WORK DOES DFMWR IT NEED?

<p>Computer Account Request Form</p>	<p>Fill out the Computer Account Request Form below and send a copy to the following e-mail address: usarmy.jblm.imcom.list.dfmwr-it-support@mail.mil Your supervisor can assist you with determining which access you’ll need</p>	<input type="checkbox"/>
<p>System Authorization Access Request (SAAR – DD2875)</p>	<p>Once you’ve completed all of the above, we’ll contact you and your supervisor to sign the SAAR –DD 2875 form. This form is required by the Network Enterprise Center (NEC) to create a new network account. This form must be digitally signed and completed, do not print this form and hand sign, it will NOT be accepted. 1- Requestor’s (PART I, blocks 1-12) 2- Requestor’s Supervisor (PART II, blocks 17-20B) 3- Information Assurance Officer (IAO) 4- Security Manager</p>	<input type="checkbox"/>



JOINT BASE LEWIS-MCCHORD, DFMWR

COMPUTER ACCOUNT REQUEST FORM



Provide the Following information:

User's Last Name: _____ User's First Name: _____ MI: _____

User's Enterprise Email address: _____

User's work location (Bldg\Rm#): _____ User's Duty Title\Position: _____

User's work telephone number: _____ Office Symbol: IMWE-JLM-MW

**No Computing\Network\Email account will be provided unless a background investigation (CNACIs) has been completed through the HR office. Please be aware that it is the new employee's chain of command that is responsible for insuring that a request for a background investigation has been made.*


Did you complete all Steps from the "Computer Account Checklist" document?

1. Did you register for an ATCTS account at <https://atc.us.army.mil/iastar/>? Yes No
2. Did you complete the DoD Cyber Awareness Challenge Training and Exam? Yes No
3. Did you digitally sign the Acceptable User Policy (AUP) Yes No
4. Did you verify your ATCTS account reflects your completed trainings & shows a date for AUP? Yes No

MIS Access

1. Do you need a  /  Account? Yes No

2. Do you need  Account? Yes No

3.  Are you authorized by your Supervisor to have an Active Directory/Outlook Email account that requires a CaC card Login? Yes No

If you check yes, the IT Dept will contact you with more information in regards to **(SAAR – Form DD2875)**

If Selected Yes: Supervisor Signature required for Approval

User's Signature: _____ Date: _____

Reviewing Manager (**print**): _____ Date: _____